**DEPARTMENT of MANAGEMENT & BUDGET
AGENCY SERVICES / MAILING SERVICES**

MAILING SERVICES ORDER SYSTEM
Security Login
User Manual

Table of Contents

Introduction

This **User Manual** explains how to use the **Mailing Services Order System** Login Security Features.

Overview - Web Page Descriptions

Following are the descriptions of the Mailing Services Order System Login Security web pages and their content:

DMB - Mailing Services Order System, Login web page
This page is the Login *Page* for the **Mailing Services Order System**. It contains:

• User ID – the user will enter their User ID

• Password- the user will enter their password

• **Enter Site** – After entering the User ID and password this button is used to access the **Mailing Services Order System – start here … page**

• **Current Users: Retrieve Password –** This button is used to access the **Get Password** page that is used to enter information for retrieving the User ID and password.

• **Click here to register as a new user –** Link to the **New User Information** page that is used to register a new user.

• **Footer links** - include links required by the Michigan.gov administrator. Also include links to the **Mailing Services** web home page

Get Password web page
 • User ID– the user will enter their User ID

• **Email Password –** This button is used to submit a request for the User ID and password to be emailed to the user.

• **Return to main page –** Link to return to the **DMB - Mailing Services Order System, Login** page.
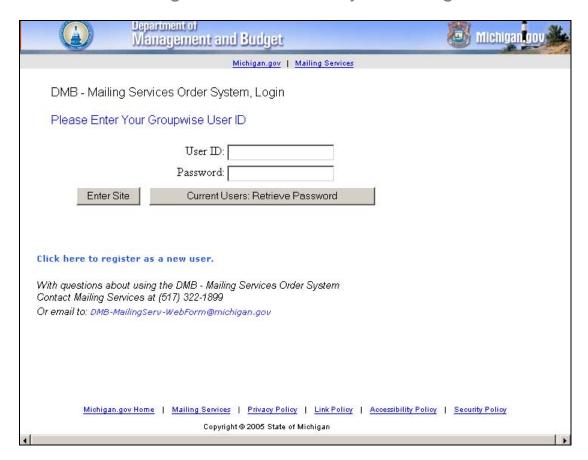
New User Information web page

- User ID – the user will enter their User ID

- Agency - The drop-down box contains all the state agencies' names that are using the **Mailing Services Order System.**

- User Name – New user's name

- User Phone – New user's phone number

- User Email – New user's email address

- **Submit** - This button is used to submit a system access request to use the system. The system will generate a User ID, a password, and then email the information to the new user.

- **Return to main page –** Link to return to the DMB - Mailing Services Order System, Login page.

Change Password web page

To change the user password access this page. It contains the following fields:

- Agency – The agency number (Read Only)

- User Name – The user's name (Read Only)

- User Phone – The users telephone number (Read Only)

- User email – The user's GroupWise e-mail address (Read Only)

- User ID – User's Login ID (Read Only)

- Current Password - The user's current password

- New Password – The user's new password

- Confirm New Password- The user would re-enter the new password to confirm that this is the correct new password.

- **Submit**   - This button is used to update the user's password in the system.

- **Return to main page –** Link to return to the **Mailing Services Order System – start here…page.**

DMB - Mailing Services Order System, Login

Selections:

To Access the **Mailing Services Order System – start here … page**

1. Enter your User ID – the User ID is all characters to the left of the @ in your e-mail address.

    Example: email address = JohnDoe1@michigan.gov

       User ID = JohnDoe1

2. Enter your Password

3. Click the [Enter Site] button

    Note: If you enter an incorrect User ID and/or Password You will receive the following error message:
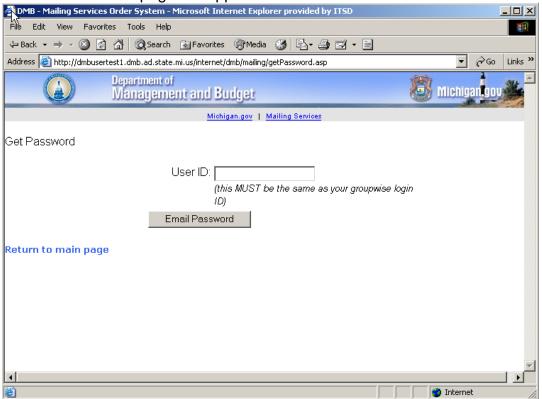
       ERROR! Invalid User ID and/or Password entered.

    If you receive the following error message this means that your user account is not activated. Contact the system administrator:

       You must be an activated user to enter site.

Get Password

If you forget your password click the [Current Users: Retrieve Password] button then the **Get Password** page will appear:

To retrieve your password:

1. Enter your User ID – the User ID is all characters to the left of the @ in your e-mail address.

    Example: email address = JohnDoe1@michigan.gov
    User ID = JohnDoe1

    Note: If you enter an invalid User ID or your user account is not active you will receive the following error message:
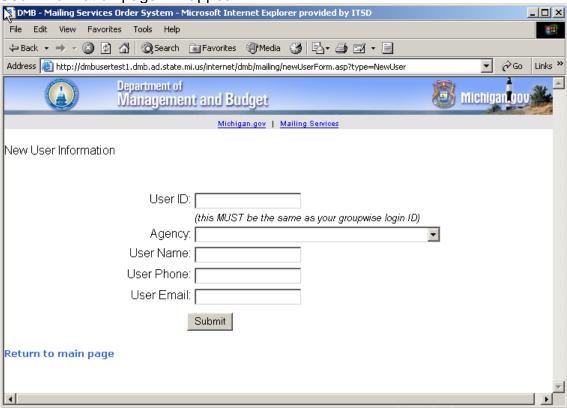   ERROR! Invalid User ID and/or Password, or account is not active yet.

2. Click the [Email Password] button. The message *mail sent* will appear and your Use ID and password will be e-mailed to you.

3. When done click [Return to main page] to return to the **DMB - Mailing Services Order System, Login** page.

If you are a new user you must register as a new user in order to use the Mailing Services Order System. Click on the link *Click here to register as a new user.* and the New User Information page will appear.
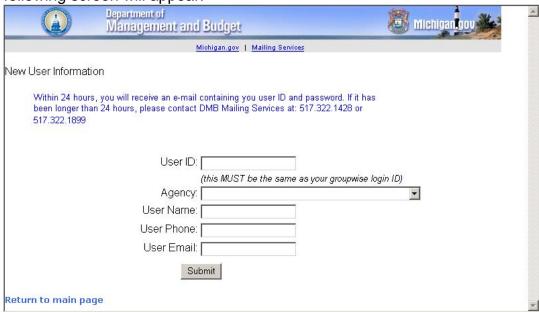

To register as a new user:

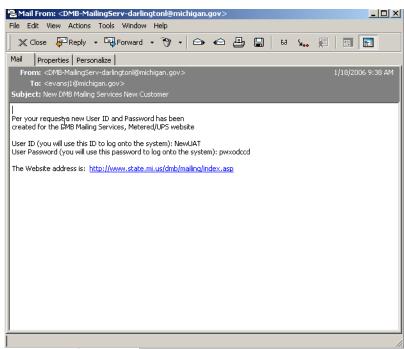1. Enter the new user's User ID – The User ID must be the same as the new users groupWise login ID.
2. Select the Agency from the drop down box for which the new user belongs.
3. Enter the new user's name.
4. Enter the new user's phone number.
5. Enter the new user's email address

6. Click the ![Submit] button to submit the new user's information. The system will e-mail the request to the system administrator and the following screen will appear:
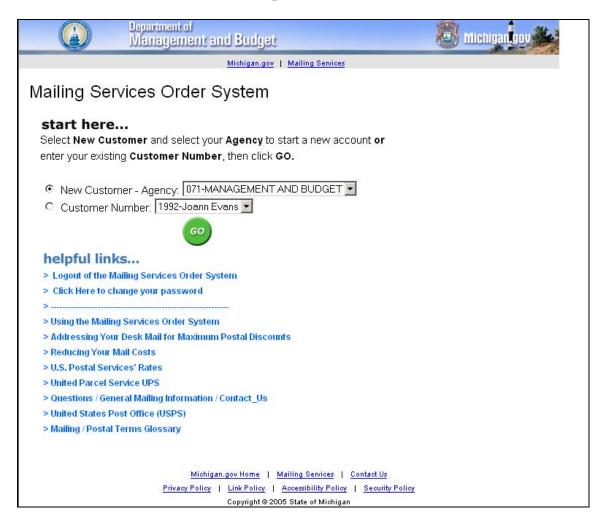

7. Within 24 hours, you will receive an e-mail containing your user ID, password and access information. If it has been longer than 24 hours, please contact DMB Mailing Services at: 517.322.1428 or 517.322.1899.

<u>**E-mail Example:**</u>

8. When done click ![Return to main page] to return to the **DMB - Mailing Services Order System, Login** page.

After logging into the system from the **DMB-Mailing Services Order System Login Page** the user can change his/her password.

To change the password click on the > Click Here to change your password Link under "Helpful links…", then the **Existing User Information** Page will appear

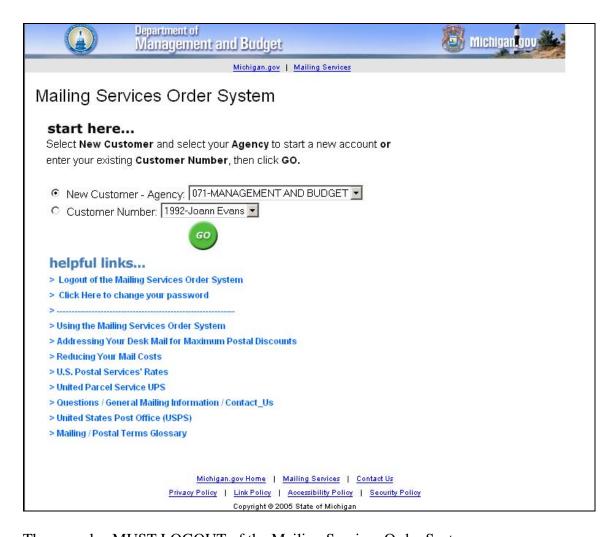# Change Password

To change the password:

1. Enter your Current Password

2. Enter your New Password

3. To confirm your New Password re-enter the new password.

4. Click the **Submit** button to change your password. You will receive the following message: your password has been changed, you must click on the 'Return to main page' link at the bottom

   > **Note:** If the password has already been used you will receive the following message:
   >
   > *ERROR! Password already used try again.*

5. Click the **Return to main page** link to return to the **Mailing Services Order System – start here … page**.

The user also MUST LOGOUT of the Mailing Services Order System.

To logout click on > Logout of the Mailing Services Order System link then the Logout Page will appear.

You are now logged out of the system!!!

To log back in click on the [Click Here To Go Back] button then the **DMB - Mailing Services Order System, Login** page will appear.